

ABSTRACT SUBMISSION INFORMATION AND DEADLINES

CDC 2001 CANCER CONFERENCE, USING SCIENCE TO BUILD COMPREHENSIVE CANCER PROGRAMS: A 2001 ODYSSEY

ABSTRACT SUBMISSION DEADLINE

March 19, 2001

General Information

1. Avoid duplication of abstracts among authors. Only the first abstract received will be accepted if duplications occur.
2. A postcard will be mailed to the primary author confirming receipt of the abstract.
3. A notification letter will be sent to the primary author confirming acceptance of the abstract for either an oral or poster presentation.
4. Abstract presenters will be responsible for expenses related to conference participation, including registration, transportation, lodging and meals.
5. Abstract packets **must** contain the original and four (4) hard copies of the abstract, the original and three (3) copies of the biographical data form or resume for each author, the original and three (3) copies of the signed conflict of interest form from each author, and the checklist for abstract packet.
A signed check list confirming all documents present should be attached to the front of each packet.
6. Faxed or electronic abstracts **will not** be accepted.
7. Abstract narratives should be in Times Roman font and no less than 10-point type.
8. Do not include authors' degrees or titles in author line.

Scientific or Program Abstracts: Abstracts will be considered either scientific (research) or programmatic. Please select the form that best fits your abstract.

Scientific Abstracts: Those that use either qualitative or quantitative research methods answering a research question.

Organize the scientific abstract as follows (See Scientific Abstract Form, page 8)

1. Background/Purpose
2. Study Design
3. Study Population & Setting
4. Method of Analysis
5. Findings
6. Conclusions
7. Implications for Cancer Prevention & Early Detection

Program Abstracts: Those that describe the development, evaluation, educational initiatives, communications, outreach, or inreach project of a program, coalition, or other public health initiative for cancer prevention and early detection.

Organize the program abstracts as follows (See Program Abstract Form, page 9)

1. Program Purpose
2. Assessment of Need
3. Strategies
4. Evaluation Approach
5. Program Outcomes
6. Implications for Practitioners

Poster Sessions: If your abstract is accepted as a poster, please follow the guidance for poster presentations located on page 16 of this booklet.

FORM 1(A) OF 3

Abstract tracking number: _____

SCIENTIFIC ABSTRACT SUBMISSION FORM

Abstract confirmation, acceptance and related communication will be sent to individual completing this form.

Name: _____

Indicate preference for the presentation format

Title/Job Function: _____

Check One:

Affiliation: _____

____ Oral Presentation **Only**

Mailing Address: _____

City, State, Zip: _____

____ Poster Session **Only** ____ **Either** Oral or Poster

Phone: _____

Fax: _____

Please Check the Domain Which Best Fits Your Abstract:

E-mail: _____

____ Science ____ Policy

____ Education/Communication

____ Program ____ Surveillance

Instructions: Abstracts should not exceed 275 words, including learning objectives but excluding presentation title and authors. List the primary author first, followed by all other authors. Insert (*presenter*) after the presenter's name in parenthesis. Do not include author's degrees, titles or affiliations on author line. Submit in Times Roman font and no less than 10-point type.

SCIENTIFIC ABSTRACT CONTENT

Presentation Title:

Author(s): Primary author first, **last name first**, place the word "*presenter*" in parenthesis after the presenter's name. **Do not list degrees.**

Session Objective: State as a learning objective. For example: At the end of this session, participants will be able to *list, describe, discuss, etc.*

Background and Purpose:

Study Design:

Study Population & Setting:

Methods of Analysis:

Findings:

Conclusions:

Implications for Cancer Prevention & Early Detection:

Submit the original and four (4) copies of the abstract, and other required documents to PSA, Attn: Laura Shelton, CMP, 2957 Clairmont Road, NE, Suite 480, Atlanta, GA 30329, Ph: 404-633-6869, Fax: 404-633-6477.

FORM 1(B) OF 3

Abstract tracking number: _____

PROGRAM ABSTRACT SUBMISSION FORM

Abstract confirmation, acceptance and related communication will be sent to individual completing this form.

Name: _____

Indicate preference for the presentation format

Title/Job Function: _____

Check One:

Affiliation: _____

____ Oral Presentation **Only**

Mailing Address: _____

City, State, Zip: _____

____ Poster Session **Only**

____ **Either** Oral or Poster

Phone: _____

Fax: _____

Please Check the Domain Which Best Fits Your Abstract:

E-mail: _____

____ Science

____ Policy

____ Education/Communication

____ Program

____ Surveillance

Instructions: Abstracts should not exceed 275 words, including objectives but excluding presentation title and authors. List the primary author first, followed by all other authors. Insert (*presenter*) after the presenter's name in parenthesis. Do not include author's degrees, titles or affiliations on author line. Submit in Times Roman font and no less than 10-point type.

PROGRAM ABSTRACT CONTENT

Presentation Title:

Author(s): Primary author first, **last name first**, place the word "*presenter*" in parenthesis after the presenter's name. **Do not list degrees.**

Session Objective: State as a learning objective(s) (i.e., the key point[s] you want the audience to leave with). For example: At the end of this session, the participant will be able to *list, discuss, describe, etc.*

Program Purpose: What was the objective, purpose of your program, initiative?

Assessment of Need: Cite data substantiating the need for the program. Cite rationale for the program.

Strategies: Key strategies for accomplishing your program purpose and objectives.

Evaluation Approach: How are you measuring program progress or success?

Program Outcomes: What do you expect the program outcomes (results) to be? What are the outcomes to date?

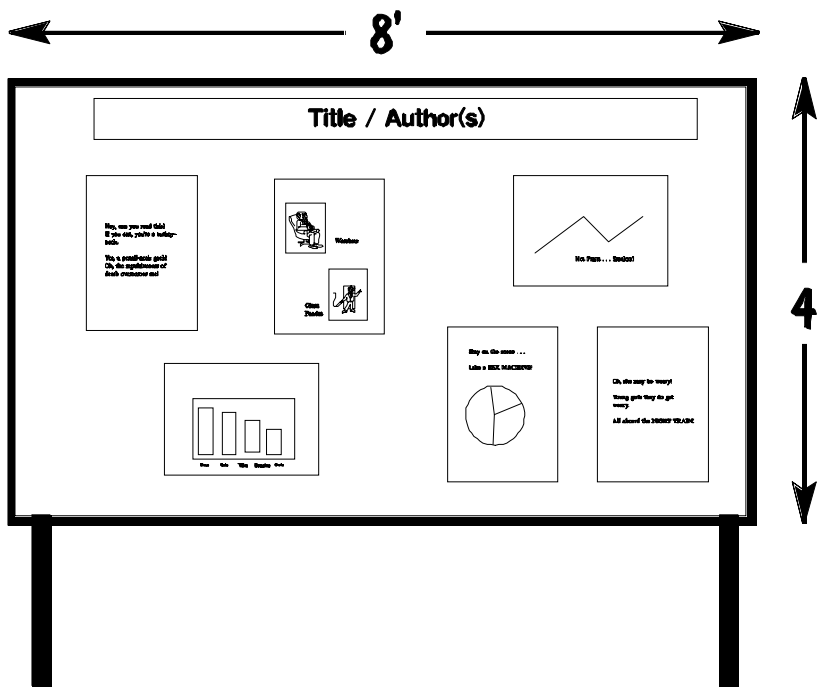
Implications for Practitioners: What are the implications for public health practitioners in cancer prevention and early detection?

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2957 Clairmont Road, NE, Suite 480, Atlanta, GA 30329, Ph: 404-633-6869, Fax: 404-633-6477.

POSTER GUIDELINES

Poster presentations give you opportunity to acquaint conference participants with the fundamentals of your program, special project, or study analysis quickly and easily.

A poster is a display that uses text, graphs, tables, charts, and pictures to present the highlights of a subject. It should be designed to (1) catch the viewer's attention, (2) quickly acquaint the viewer with the basics of your subject, and (3) make the viewer want to learn more.



Each presenter will be assigned a free-standing display board with a usable surface of about 4 X 8 feet. Presenters must provide a printed strip stating the title and author(s), in addition to the "panels" (charts, text illustrations, etc.) that make up the body of the presentation.

The boards this year will be neutral in color (color to be determined later). We are told that velcro will stick to the surface, but it is a wise idea to also bring your own push pins.

Keep it Simple, but Make Your Point

A good poster strikes a balance between giving either too much or too little information.

An effective poster presentation isn't just a report or journal article hung on the wall. It should highlight the major points of the topic in a form that the viewer can absorb in a few minutes. Don't reproduce full pages of typed text, because people probably won't read them. They are more likely to pay attention to short phrases, statements set off with bullets, and clear graphics.

On the other hand, the poster should have a point to make. Don't simply describe a public relations campaign; but include an analysis of why the campaign was, or wasn't successful. The viewer should come away with some new knowledge or insights.

Adapted from Guidelines for Poster Presentations, U.S. Government Printing Office 1986-631-008-24511